

OVERALL ASSIGNMENT RUBRIC

All nine tasks are included in the Gantt chart.

☐ 0 pts
No

☐ 1 pt
Yes

The tasks are in the correct order, as shown below:

- . Source packaging materials
- . Hire delivery drivers
- . Calculate delivery fees
- . Supervise vendor setup of software systems for tracking inventory management and fulfillment
- . Supervise vendor installation of fulfillment equipment
- . Determine internal safety protocols for equipment
- . Develop training sessions
- . Train employees to use the software and equipment
- . Monitor employee progress and improve training processes

☐ 0 pts
No

☐ 1 pt
Yes

Each task relates to the correct milestone, as shown below:

Milestone: Establish a plant delivery and logistics plan

Task: Source packaging materials

Task: Hire delivery drivers

Task: Calculate delivery fees

Milestone: Select and install supply chain software and equipment

Task: Supervise vendor setup of inventory management and fulfillment software

Task: Supervise vendor installation of fulfillment equipment

Task: Determine internal safety protocols for equipment

Milestone: Develop and launch an employee training program

Task: Develop training sessions

Task: Train employees to use the software and equipment

Task: Monitor employee progress and improve training processes

☐ 0 pts
No

☐ 1 pt
Yes

Each task has the correct owner, as shown below:

Milestone: Establish a plant delivery and logistics plan

Fulfillment Director: Source packaging materials

HR Specialist: Hire delivery drivers

Financial Analyst: Calculate delivery fees

Milestone: Select and install supply chain software and equipment

Inventory Manager: Supervise vendor setup of inventory management and fulfillment software

Fulfillment Director: Supervise vendor installation of fulfillment equipment

Quality Assurance Tester: Determine internal safety protocols for equipment

Milestone: Develop and launch an employee training program

HR Specialist: Develop training sessions

Training Manager: Train employees to use the software and equipment

Training Manager: Monitor employee progress and improve training processes

☐ 0 pts
No

☐ 1 pt
Yes

Each task has the correct start date, due date, and duration, as shown below:

Milestone: Establish a plant delivery and logistics plan

3/1-3/12: Source packaging materials (10 days)

3/15-3/26: Hire delivery drivers (10 days)

3/29-4/9: Calculate delivery fees (10 days)

Milestone: Select and install supply chain software and equipment

4/12-4/14: Supervise vendor setup of inventory management and fulfillment software (3 days)

4/15-4/16: Supervise vendor installation of fulfillment equipment (2 days)

4/19-4/30: Determine internal safety protocols for equipment (10 days)

Milestone: Develop and launch an employee training program

5/3-5/14: Develop training sessions (10 days)

5/17-5/28: Train employees to use the software and equipment (10 days)

5/31-6/11: Monitor employee progress and improve training processes (10 days)

☐ 0 pts
No

☐ 1 pt
Yes

Each task is color-coded to match the appropriate phase in the timeline.

☐ 0 pts
No

☐ 1 pt

Yes

Provide constructive feedback for your classmate on their submission. Below are some guidelines and examples of good feedback to help you leave constructive comments for your peers.

When giving feedback, consider:

Leading with positive feedback

Providing a balance of positive and actionable feedback

Sticking to information-specific, issue-focused, and observation-centered comments

Examples of good feedback:

"Good job grouping and ordering tasks! The phases are color-coded correctly and the task ID numbers clearly indicate the order of the tasks."

"You've correctly listed the start and due date for each task. You may want to check again to make sure you've color-coded all of the tasks."